

Job Opportunity Bulletin

Post Date: NOVEMBER 22, 2016

RE-ADVERTISEMENT: If you previously applied, there is no need to submit a new application.

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-450-8351-101**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

COMMUNITY PROGRAM SPECIALIST IV

Salary Ranges: \$5,830 - \$7,245
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

Will also consider candidates from the **Staff Services Manager II (SSM II)** eligibility list; however, the classification will be a CPS IV.

The Community Program Specialist IV is responsible for development, implementation, administration and monitoring of two major initiatives: 1) Self-Determination Program (SDP) and 2) Statewide Transition Plan for Home and Community-Based Services (STP) to meet new federal regulations published by the Centers for Medicare and Medicaid Services. This position provides leadership and oversight for the development and implementation of statewide policies, procedures, communications and federal submissions.

For complete duties, please see the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system and Regional Center service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficiency in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the **position #473-450-8351-101** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification. Candidates using their SSM II eligibility must meet the MQs for both classifications.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT**

DUTY STATEMENT

JOB TITLE: Community Program Specialist IV

POSITION #: 473-450-8351-101

GENERAL STATEMENT OF DUTIES: Under the general direction of the Program Manager, Self-Determination Program and Home and Community-Based Services, the Community Program Specialist IV is responsible for development, implementation, administration and oversight of two major initiatives: 1) the Self-Determination Program (SDP) as enacted by Senate Bill (SB) 468 (Chapter 683, Statutes of 2013), and 2) necessary activities related to new federal regulations published by the Centers for Medicare and Medicaid Services (CMS) regarding Home and Community-Based Services (HCBS) settings. This position provides key leadership and oversight for the timely development and implementation of statewide policies, procedures, communications and federal submissions. The incumbent collaborates with CMS and the Department of Health Care Services (DHCS) on the development, submission, and negotiation of the policies and provisions necessary to meet federal requirements and maintain or expand federal funding. The position is also responsible for orchestrating active and effective stakeholder processes, and coordinating and communicating within the Department and with other involved State agencies, CMS and the Legislature throughout development and implementation of these new initiatives.

SUPERVISION EXERCISED: Supervises one Community Program Specialist III and three CPS II staff in the performance of their duties.

SUPERVISION RECEIVED: Reports to, and is under the general direction of, the Program Manager, Self-Determination Program and Home and Community-Based Services, Office of Federal Programs and Fiscal Support.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Provide direction and leadership for development and implementation of the new Self-Determination Program (SDP). Responsibilities of this position include: Supporting an active stakeholder process and soliciting input for program development; preparing pertinent data and materials to guide the stakeholder process; working with DHCS and CMS on obtaining initial and ongoing approval for federal funding; identifying the need for, and development of, necessary regulations, instructional/informational materials and communications; coordination and provision of training for regional centers and other stakeholders if needed; coordination with other Department staff on implementation, which may include modifications to fiscal and data systems and review of the provider background check process; and addressing issues and other associated workload as they arise.

- 35% Provide direction and leadership for development and implementation of the Statewide Transition Plan (STP) to bring regional center funded services into compliance with CMS regulations regarding HCBS settings. Responsibilities of this position include: Working with DHCS and other involved State agencies to obtain approval of the STP by CMS; supporting an active stakeholder process and soliciting input for development of recommendations and needed materials; coordination and provision of training for regional centers, service providers and other stakeholders; implementing the STP assessment phase which requires assessing all aspects of the developmental disabilities system (provider requirements in statute, regulations, standards, policies and licensing requirements, etc., as well as provider settings) for compliance with the regulations; implementing the remedial phase which requires identifying, implementing and documenting remedial actions necessary to achieve compliance according to specific timelines; developing, submitting for CMS approval and implementing a monitoring program and structure to ensure ongoing compliance; and preparing and submitting necessary documentation and reports to CMS; identifying modifications to statute, regulations, data systems etc., necessary for compliance with federal regulations
- 20% Coordinate Department functions and responsibilities as they relate to the above programs. Such responsibilities include obtaining the approvals of Executive Management, as appropriate; development and administration of budget change proposals; development and coordination of required State and federal reporting related to the SDP and HCBS settings requirements; work with external entities and State agencies, as appropriate, to achieve program purposes.

Marginal Job Functions:

- 10% Represent the Program Manager in their absence.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment. Some travel is required; must meet strict timelines for project completion; and use a personal computer up to 50% of total office time.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Department of Developmental Services; HCBS Program Waivers and Medicaid (Medi-Cal) State Plans; Microsoft Office; the principles and methods of public and business administration; office management principles, methods and procedures; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the administrator's area of responsibility; the principles and practices of supervision.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; supervise the work of others.

CERTIFICATION OR LICENSE: None.